



Town of Arlington, Massachusetts
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Minutes 10/30/2008

Capital Planning Committee Meeting Minutes October 30, 2008

In attendance were:

Steve Andrew
 John FitzMaurice
 Charles Foscett, Chairman
 Nancy Galkowski
 Steve Gilligan
 Ruth Lewis
 Anthony Lionetta
 Susan Mazzarella
 Barbara Thornton

* Denotes those not in attendance

- **Open Meeting:** Charlie Foscett called the meeting to order. Minutes of meetings held on November 1 and 15, 2007; December 27, 2007; January 3, 2008; and February 28, 2008 were reviewed and approved. Also, minutes of the October 16, 2008 were reviewed and approved with comments. Nancy Galkowski passed out additional materials to CPC members, such as an updated Report on Prior Year Balances, Sub-committee Reports, Listings of Computer Equipment and other related items.
- **IT Sub-Committee Report:** Steve Andrew reported on a new request for an Email Archiving System for the Town. This is a mandated requirement for both the Town and the Schools for litigation support. The request (town-side) is for \$18k in 2010 and \$3k/yr for licensing fee there after. The CPC voted to take the \$18k out of presently encumbered IT funds from prior years. On the issue of the annual licensing fees, Steve was asked to develop a position on how these should be treated for this and other software. (capital or operating cost)

The Subcommittee also presented a written report on other IT requests. These requests represent the plan of the former Director of Technology. (interviews for the new Director are now in process) Accordingly, final recommendations by the Subcommittee will be made after review by ITAC.

- **Police Request Update:** John FitzMaurice noted that the Sub-committee is still waiting for the promised cost estimate for the repair of the Plaza deck at the Community Safety Building. This is holding up decisions on the whole building program. Nancy Galkowski will follow up on getting this.
- **Shared Services:** Nancy Galkowski reported that she is on a Regional Committee, which discusses the combining purchases and sharing resources between towns. At the present time, the committee includes representatives from

Arlington, Belmont, Burlington and Bedford. This is where the sharing of equipment can be addressed such as a Prisoner Van, an Animal Van and other less frequently used pieces of equipment. The sharing of DPW equipment has already been discussed by the Committee.

- **Fire Request Update:** Susan Mazzarella reported on the Town's trip to the quint manufacturing site. The process seems to be going well and it is expected that the quint will be ready for delivery next year at this time. The quint is being built / sized per the Town's specifications including the limited clearances offered by area bridges. There will be a need to watch for snow-pack and/or overlays applied at these bridges. The quint can be serviced locally (in Wakefield).

As far as the Chief's hope of buying a second hand engine from the manufacturer, the engine passed the road test but failed the tank test (leaking). The tank repair would cost an additional \$20k. The Chief is still exploring the concept.

- **Sub-Committee Report - Fire Requests:** Susan Mazzarella reported on the Sub-committee's review of Fire Department requests. (written memo provided). Highlighted comments include a question on Priority 3, Replacement of Cardiovascular Exercise Equipment, as to whether this should be considered as a Capital Item. There was also a question whether this equipment should be provided at all. The appropriateness of Building Repairs (Priority 6) as a capital items was questioned.
- **Sub-Committee Report - Public Works Requests:** Tony Lionetta reported on the Sub-committee's first meeting with DPW. A written report was provided. A second meeting is scheduled for November 6. This first meeting focused on the status of DPW's prior year requests. In general, expenditures are lagging behind due to a change in DPW leadership. A tabular accounting of items was reviewed. Overall, there are residuals or no longer needed sums totaling \$90k (maybe up to \$150k) that can be swept or reassigned. DPW is looking for an additional \$50k to supplement current funds for the move to Grove Street. They also noted that more funds maybe needed for the two culvert replacements, which were funded in prior years.

A plan showing the planned Water, Sewer and Roadway programs was provided to the CPC for viewing. The Sub-committee suggested to DPW that some form of annual / cumulative tracking is needed for work completed as the programs progress. DPW did provide a summary of work completed this year.

- **School Requests – Review Meeting Memorandum:** Barbara Thornton noted the Sub-committee's submittal of a written report, as a follow up to the verbal report made by the Sub-committee at the last meeting. Also noted was the School Department's report on Space Needs, which had been requested by the CPC. Susan Mazzarella will review this with the CPC at the next meeting.
- **Implications of Question One:** Nancy Galkowski reviewed a series of accounting reports she prepared which assess the implications of Question One passing. (elimination of state income tax revenue) An overall comment is that the Town would lose about \$13 million in state funding if it passes.
- **Next Meeting:** The next meeting is scheduled for November 6 @ 5PM.
- **Adjournment:** Meeting was adjourned.